

**CITY OF SEATTLE
FLEETS AND FACILITIES DEPARTMENT
REQUEST FOR QUALIFICATIONS**

**General Contractor
JOINT TRAINING FACILITIES
SEATTLE, WASHINGTON**

The City of Seattle ("City") is accepting qualifications from experienced **General Contractors who wish to become eligible to bid** on the construction of a new Joint Training Facility ("JTF") and its campus, to be located in Seattle, Washington. When the work is completed, the campus and its structures will provide a complex utilized by Seattle Fire Department ("SFD"), Seattle Public Utilities ("SPU") and Seattle Department of Transportation ("SDOT") for training and retraining their recruits and workers. The estimated value of work for this contract is currently estimated to be between \$15 million and \$17 million. The project shall meet LEED Silver standards, at a minimum.

This entire Request for Qualifications and Letters of Interest and any future Addenda can be downloaded at: <http://www.seattle.gov/facilitydevelopment/> under Joint Training Facility General Contractor Prequalification RFQ.

Further specific questions regarding this announcement, and the Statements of Qualification, should be directed to:

Owner's Project Manager:

Martha Turnbull, Sr. Capital Projects Manager
Fleets & Facilities Department
618 2nd Ave, #1400
Seattle, WA 98104
Phone: 206-386-1367 FAX: 206-684-0525.
email: martha.turnbull@seattle.gov

Consultants are particularly cautioned against contacting anyone in the City other than the Owner's Project Manager above regarding any aspect of this RFQ.

CONTRACTING METHOD:

The City will award this contract utilizing a competitive bidding process limited exclusively to those Prospective General Contractors who demonstrate that they have met the requirements set forth herein, as determined by the City Fleets & Facilities ("FFD") Department.

It is the intention of the City to select a pool of acceptable General Contractors through the Qualification format. It is the responsibility of each General Contractor to review and understand the requirements of this Request for Qualifications (RFQ) specifically. All costs incurred by firms choosing to participate in this RFQ process shall be borne by the proposing firms.

Project design is currently at the end of Design Development. Once a pool of qualified General Contractors is established, the City intends to immediately make available to each qualified General Contractor, current design documents and site information **prior to the issuance of Contract Documents**. It is anticipated that Contract Documents shall be available on approximately May 28, 2004 with a bid opening set for approximately June 23, 2004. Bids shall be based upon information contained in Bid Document set.

The City expects to reduce its potential exposure for Change Orders, ensure a fair and complete bid, and allow a reasonable profit for the successful Prospective General Contractor by making available as much information about the site and the project as early as possible.

PROJECT DESCRIPTION

The project primarily involves extensive site development, including dewatering systems and wetlands restoration, and new facility construction at 9401 Myers Way S, in Seattle. This 12.5 acre training campus is composed of two occupied structures: a 23,750 sq. ft. classroom/administrative office building and 11,500 sq. ft. non-residential fire station. In addition, the campus has permanent training props: a 6-story concrete/concrete masonry unit drill tower, a 2-story concrete/concrete masonry unit burn building with gas-fired burners, trench digging, confined spaces, trench safety and shoring props, a large driver-training pad, various support and storage structures as well as roads and footpaths.

Storm and surface water detention/retention and the construction of a collection/recycling system for the water used in fire training iterations will be a major component of the civil work, in addition to approximately 6 acres of landscaping and, potentially, enhancement and restoration of an existing creek.

The project will be constructed in a residential neighborhood, on a site that contains Sensitive Areas, including steep slopes and an existing creek, as well as a very high water table.

A complete General Contractor Scope of Work is provided in Attachment "A".

Interested firms are encouraged to examine additional background information found at <http://www.seattle.gov/fleets/firelevy/default.htm>.

Sequence of Work

The work will be accomplished in a single phase. The City desires to start construction on site mid-to late summer of 2004 to reach substantial completion by early part of 1st quarter 2006. Site work must be meet conditions set by Department of Planning & Development (DPD) to extend dry weather grading permit and continue work uninterrupted into wet season.

GENERAL QUALIFICATIONS:

To be considered a qualified and responsible Prospective General Contractor, the Respondent shall provide proof that it has the experience requirements listed below for the specific work to be performed; however, the City reserves the right to determine that a General Contractor with equivalent or otherwise sufficient experience is a qualified and responsible General Contractor even if the specific experience requirements below have not been completely satisfied. Nothing contained herein shall be construed as limiting the Owner's right to consider additional information in determining whether a General Contractor is qualified and responsible Prospective General Contractor.

It shall be the General Contractor's responsibility to verify that the reference information provided (names and phone numbers) is current. If the City is unable to contact the listed individuals in order to verify General Contractor experience, the related experience will not be considered by the City in its determination of compliance with the requirements of this section.

For types of work where company experience is required, changes of company name will be evaluated on a case by case basis to determine compliance with the qualification requirements. Additional information may be required to supplement proof of organization or ownership structure when the company name has changed.

The Respondent may satisfy the qualification requirements described below by using contractors (including itself) who are joint ventures only if at least one of the contractors that is a partner to the joint venture is qualified fully and separately for the individual type of work described below. Joint venture partners may not combine partner experience in order to meet the qualification requirements.

Prequalified General Contractors may pose questions about the project to the Architect in the form of written questions or requests for information prior to issuance of Contract Documents. No oral questions will be answered. All answers will be answered in writing and issued to all prequalified General Contractors. Prequalified General Contractors will have the opportunity to visit the site after the prequalification process as well as during the pre-bid period.

No prequalified General Contractor is required to bid on the project; however bids will **NOT** be accepted from Prospective General Contractors who have not been prequalified under this process.

GENERAL CONTRACTOR QUALIFICATIONS

A company or individual position may provide coverage for more than one requirement listed below.

Suitable General Contractors shall be qualified by experience, financing, equipment, and organization to do all of the work to be called for in the Contract Documents. They shall be experienced in site dewatering, temporary erosion controls, as well as construction of multi-acre campuses, containing multiple buildings and facilities.

Qualifications of General Contractor Company

The General Contractor shall have the following minimum experience:

“Successfully completed” or “successful completion” when specified for General Contracting means that the projects listed were completed with no fines levied or shutdowns instituted by permitting agencies due to work, and did not require the Surety company to complete the project.

Within the last twelve years has successfully managed and coordinated the physical work for five \$10+ million projects in the Puget Sound region with the hydrogeologic conditions and new landscape installation similar to those found at the Joint Training Facility site.

Submit a very brief written statement for the company that shall include, as a minimum, the following items:

- 1) Experience in developing schedules, developing and documenting sustainable construction strategies, costing, analyzing alternative designs, understanding construction methods and techniques, sequencing of work, and coordinating and communicating the activities of the team throughout the construction phases to all members of the construction team, as well as maintaining good relations with neighbors.
- 2) Brief description of the projects and site locations;
- 3) Current name and phone number of the owner for each project.

Qualifications of Temporary Erosion and Soil Controls (TESC) Company

If the General Contractor proposes to self-perform TESC work, then it shall demonstrate its experience as indicated below. If the TESC work is to be subcontracted, these qualifications shall be extant in the Contract Documents and shall be demonstrated prior to Award of Contract.

“Successfully completed” or “successful completion” when specified for Temporary Erosion and Soils controls means that the project listed obtained an extension of its Dry Weather Grading Permit to continue into the wet season (October 31 – May 1) with no fines levied or shutdowns instituted by permitting agencies due to work.

The company responsible for the TESC shall have the following minimum experience:

Within the last ten years has successfully completed the TESC work for five projects in the Puget Sound region, or five projects with the hydrogeologic and conditions similar to those found at the Joint Training Facility site. Each project listed for experience shall have included the installation, operation, maintenance TESC systems.

Submit a written statement for the company that shall include, as a minimum, the following items:

1. Name of TESC company;
2. Project names, approximate area in acres in which TESC was installed;
3. Brief description of the projects and site locations;
4. Current name and phone number of the owner for each project.

Qualifications of TESC Field Superintendent

If the General Contractor proposes to self-perform TESC work, then it shall demonstrate that it TESC Field Superintendent has the experience as indicated below. If the TESC work is to be subcontracted, these TESC Field Superintendent qualifications shall be extant in the Contract Documents and shall be demonstrated prior to Award of Contract.

“Successfully completed” or “successful completion” when specified for dewatering means that the project listed was completed with no delays attributable to that General Contractor or with minimal delays that were acceptable to the owner.

The TESC Field Superintendent responsible for the TESC shall have the following minimum experience and shall be on site during all installation, operation and maintenance processes related to TESC:

Within the last fifteen years has supervised the TESC work for five projects in the Puget Sound region, or five projects with the hydro geologic conditions similar to those found at the Joint Training Facility site. Each project listed for experience shall have included the installation, operation, and maintenance, of TESC's.

Submit a written statement for the TESC Field Superintendent that shall include, as a minimum, the following items:

1. Name of TESC Field Superintendent;
2. Project names, approximate area in acres in which TESC was installed;
3. Brief description of the projects and site locations;
4. Current name and phone number of the owner for each project.

Qualifications of Dewatering System Company

If the General Contractor proposes to self-perform dewatering work, then it shall demonstrate that it has the experience as indicated below. If the dewatering work is to be subcontracted, these dewatering company qualifications shall be extant in the Contract Documents and shall be demonstrated prior to Award of Contract.

The company responsible for the temporary and permanent dewatering systems shall have the following minimum experience:

Within the last ten years has successfully completed the dewatering work for five projects in the Puget Sound region, or five projects with the hydro geologic conditions similar to those found at the Joint Training Facility site. Each project listed for experience shall have included the installation, operation, maintenance, and decommissioning of dewatering systems.

Submit a written statement for the company that shall include, as a minimum, the following items:

1. Name of dewatering system company;
2. Project names, approximate area in acres or trench length that was dewatered;
3. Brief description of the projects and site locations;
4. Current name and phone number of the owner for each project.

Qualifications of Dewatering System Field Superintendent

If the General Contractor proposes to self-perform dewatering work, then it shall demonstrate that its dewatering Field Superintendent has the experience as indicated below. If the dewatering work is to be subcontracted, these dewatering Field Superintendent qualifications shall be extant in the Contract Documents and shall be demonstrated prior to Award of Contract.

The Dewatering System Field Superintendent responsible for the temporary and permanent dewatering systems shall have the following minimum experience and shall be on site during all installation, operation, maintenance and decommissioning processes related to dewatering:

Within the last fifteen years has supervised the dewatering work for five projects in the Puget Sound region, or five projects with the hydro geologic conditions similar to those found at the Joint Training Facility site. Each project listed for experience shall have included the installation, operation, maintenance, and decommissioning of dewatering systems.

Submit a written statement for the dewatering Field Superintendent that shall include, as a minimum, the following items:

- 1) Name of dewatering system Field Superintendent;
- 2) Project names, approximate area in acres or trench length that was dewatered;
- 3) Brief description of the projects and site locations;
- 4) Current name and phone number of the owner for each project.

Additional Requirements:

The company shall identify in writing the following on-site, full-time employees and list their qualifications:

“Successfully completed” or “successful completion” when specified for Project Manager or Project Field Superintendent means that the project listed was completed without use of Contractor’s Performance Bond and without having liquidated damages assessed by Owner.

CEO: Identify the CEO who shall be available on site during construction to assure compliance with all contracts and serve as the construction firm’s representative in all contractual matters.

Project Manager: The Project Manager shall have managed at least two large scale (\$12m+), multi-building (3 buildings min.) campus-type projects, successfully performed and completed within the last 10 years.

- 1) Identify the Project Manager who shall assure conformance of work products to plans and specifications for the entire project; prepare workforce reports; order materials; coordinate with Architect; prepare project schedules; apply for progress payments and negotiate change orders, including estimates for change order work; and handle project submittals.
- 2) Provide brief description of the projects and site locations applicable;
- 3) Current name and phone number of the owner for each project.

Project Field Superintendent: The Project Field Superintendent shall have been Field Superintendent on at least two large (\$12m+), multi-building (3 buildings min.) campus-type projects, successfully performed and completed within the last 10 years.

- 1) Identify the Project Field Superintendent who shall direct and coordinate the Contractor’s daily physical construction activities in the field; physically oversee, coordinate, and schedule day-to-day construction work; coordinate with utility and regulatory agencies as needed for the execution of the work; and is generally responsible for the day-to-day prosecution of the work for the entire project:
- 2) Provide brief description of the projects and site locations applicable;
- 3) Current name and phone number of the owner for each project.

LEED Accredited Professional (LAP): The LAP shall have developed and documented sustainable construction strategies, and submitted appropriate documentation in an acceptable form (per USGBC) on at least two (2) Certified LEED projects or one (1) Silver, Gold, or Platinum LEED project. “Success” as it regards to LEED shall mean that project(s) listed met stated design LEED standard for issues under the control of the General Contractor. The LEED project(s) listed must be commercial-, municipal-, or industrial-type project(s).

- 1) Identify the LAP who shall direct and coordinate the Contractor’s LEED responsibilities and documentation.
- 2) Submit LAP certification.
- 3) Provide brief description of the projects and site locations applicable;
- 4) Current name and phone number of the owner for each project.

EEO/WMBE Officer and Safety Officer and Neighborhood Relations Manager

Identify each of the following on-site employees:

1. EEO/WMBE Officer
2. Safety Officer
3. Neighborhood Relations Manager

MANDATORY PRE-SUBMITTAL CONFERENCE

The City will conduct a mandatory pre-submittal conference on April 2, 2004 at 1:00 p.m., in the 15th floor Conference Room of Alaska Building, 618 2nd Ave., Seattle, Washington 98104.

The purpose of the pre-submittal conference is to provide an overview of the components of this project and allow for questions from potential Respondents regarding the RFQ process as well as the project itself. After the conference, the City will accept written questions submitted by FAX to the Owner's Project Manager at (206) 386-1367, or by mail or messenger, provided such questions are received by the Owner's Project Manager within three (3) City business days of the date of the mandatory pre-submittal conference. All written questions so received will be responded with copies submitted to all conference participants within the following three (3) City business days.

QUALIFICATION PROCESS SCHEDULE

The City intends the qualification process to proceed as outlined below. The City reserves the right to modify the dates.

| <u>Date</u> | <u>Qualification Process and Estimated Bid Schedule</u> |
|-------------|---|
| 3/29/04 | Advertisement of RFQ |
| 4/2/04 | Mandatory Pre-Submittal Conference |
| 4/28/04 | Closing date for Submittals |
| 5/5/04 | Notification of prequalified General Contractors |
| 5/28/04 | Advertisement of Bid Documents |
| 6/30/04 | Opening of Bid |
| 7/14/04 | Bid Award |

The City reserves the right to extend or modify any date set forth above, including the right to suspend the process entirely. The City further reserves the right to alter, amend or supplement the RFQ prior to the date Statements of Qualification (SOQ)s are due, provided that in such event, the City will extend the date on which SOQs shall be due and will furnish to each firm that attended the Mandatory Pre-Submittal Conference, copies of any such alteration, amendment or supplement to the RFQ.

SUBMITTALS

Submittals shall be submitted no later than 2:00 pm PST, April 28, 2004 to:

Martha Turnbull, Owner's Project Manager
Architecture, Engineering and Space Planning Division, FFD
618 Second Avenue, 14th Floor
Ph: 206-386-1367 FAX: 206-684-0525
Seattle, WA 98104 martha.turnbull@seattle.gov

Submittals received after that time will not be considered.

Further specific questions regarding this announcement, and the Statements of Qualification, should be directed to Ms. Turnbull

They will then be evaluated by the General Contractor Qualification Panel. The General Contractor Qualification Panel will assign a pass/fail grade to each RFQ. Respondents will either meet all criteria and, therefore, be able to bid on this construction project, or shall fail and become disqualified from bidding.

Design Development documents: Design development documents are available for review by appointment at the FFD offices, 14th Floor Alaska Bldg. Contact the Owner's Project Manager at (206) 684-0422 to schedule an appointment. Additionally, all prequalified General Contractors shall have the opportunity to obtain a set of these documents at their expense.

Qualification Panel: Members will include Martha Turnbull, Owner's Project Manager; Dove Alberg, Fire Facilities Plan Program Manager, and others as appropriate.

STATEMENT OF QUALIFICATIONS FORMAT

Respondents shall submit four (4) copies of the Statement of Qualifications (SOQ). All SOQs shall be in an 8 1/2" by 11" format. The information requested shall be submitted in a clear and concise manner and organized in a manner that will enable the General Contractor Qualification Panel to quickly access pertinent information.

The SOQ shall be a single document consisting of the following elements. (Note: Each side of a page on which information appears is considered one page.)

- 1) **Cover Letter:** To be no more than two (2) pages long. The cover letter may contain any information not shown elsewhere in the SOQ.
- 2) **Description of Project General Contractor:** To be no more than twelve (12) pages long. Describe the proposed General Contractor team, including the organization of the people composing the team, and the responsibilities of the prime. At a minimum, include the following:
 - a) A statement describing the corporate structure of the General Contractor; i.e., a LLC, Limited Partnership, Joint Venture, etc.
 - b) A listing of proposed staffing requirements and key individuals to be assigned to this project. List the title of the position, the name of the individual to be assigned, the extent of involvement of the assigned individual during each phase of the project expressed as a percentage (100% = full time). At a minimum, the Prospective General Contractor must identify the Principal in Charge (or indicate which individual shall have contractual authority for company), Project Manager, Superintendents, Lead Estimator, Lead Scheduler, certified LEED professional on staff, Safety Officer, and WMBE/EEO Coordinator and Neighborhood Relations manager.
- a. Past performance of the Prospective General Contractor General Contractor in completing projects of similar size and scope. Please cross reference project examples from the Statement of Qualifications where possible. Clearly state which firm of the proposing team has the experience in each area listed. Provide accurate and up-to-date references for each project that can objectively attest to performance in completing the work. Include projects that demonstrate the team's experience in:

- i. Work on multi-building and complex site developments
- ii. Site construction in or near Sensitive Areas and wetlands.
- iii. General Contractor contracting. Indicate in which state the work was performed, whether it was public or private sector.
- iv. Public Sector work
- v. Sustainable construction practices

Submit a list of ten (10) major projects for which the Prospective General Contractor has acted as General Contractor and for each, generally describe the project including dollar amount, type of project (new construction/repair/remodel). Provide any information deemed relevant, such as roles played by members of Prospective General Contractor on that project. Describe in what manner the project involved building type/construction methods similar to the Joint Training Facility project. Identify the bid price for the project and identify the final contract price. Explain the reasons for this difference, if one exists. State whether the project finished within or ahead of the original schedule, and if not, state how many days were added to the project schedule and the reason(s) for the delay occurrence. For these identified projects, list the owner, owner contact person and current phone, architect, architect contact person and telephone.

- b. Describe the Prospective General Contractor's general qualifications in these areas:
 - i) Sustainable construction
 - ii) Scheduling, including identification of software utilized.
 - iii) Construction Administration, including Document Tracking, Change Order record, Inspections and Testing, and Quality Control.
- e. Recent, Current and Projected Workload. Describe the proposing team's recent, current and projected workload and explain how this project will be managed given the team's obligations to other clients. State the Prospective General Contractor's annual volume (in dollars) of construction for the past five years. State the Prospective General Contractor's anticipated volume for the current year and what is its projected volume for the next three years?
- g. Construction Management Approach. Outline the proposing team's approach to how it will manage and track construction change documentation, including the flow of communication to appropriate parties on this project. Outline how the team will manage the construction, procurement and installation activities. Describe the team's approach to dispute resolution. Discuss the major challenges to successful completion of the project and how the team proposes to approach them.
- h. Quality Control. Provide a summary of the proposing team's approach to quality control during construction. In the summary include a description of the quality control organization it plans to employ and the levels and authority of the individuals assigned quality control responsibility.
- i. Sustainable Construction: Describe your team's methodology for achieving a LEED "silver" or higher rating on this project.
- i. Safety. Provide a one page summary of the proposing team's accident prevention program and submit the team's Experience Modification Rate (EMR) and OSHA Lost Time Accident Rate for the past five years.

- k. Complaints. Provide a record of complaints filed against the Prospective General Contractor by regulatory agencies (i.e. WSHA, OSHA, L&I, etc.) for the last five years and the outcome of that complaint
- l. Bonding capacity. Provide the Prospective General Contractor's bonding capacity and state the ability of the firm to bond this project. List the name, contact person, and telephone number of your bonding agent, and include a statement from your bonding agent pertaining to the ability to provide a bond for the project up to \$20 million. General Contractor should be prepared to provide bond within 14 calendar days of Bid Opening.
- m. Insurance coverage: Provide proof of insurance coverage as follows:
 - 1. Certificate of Insurance with Additional Insured Endorsement per ISO Form CG 20 10, CG 20 26 or Equivalent;
 - 2. Declarations Pages showing Insurer, Named Insured, Policy Number, Policy Effective Dates, Policy Limits, and Endorsements and Forms List (Binder may be accepted as temporary proof of insurance until the policy can be submitted)
 - 3. Type of Coverage: Standard minimum limit for each liability coverage is \$1,000,000 unless otherwise stated.
 - a. Business Auto Liability: MCS-90 and CA 99 48 Pollution Liability
 - b. Commercial General Liability: SCU and Subsidence Coverage
 - c. Pollution Liability: On-site and Off-site
 - d. Umbrella or Specific Excess Liability: Limit: \$9,000,000 (\$10,000,000 total limit)Project Professional Liability Insurance placed on 8/12/02-2/28/05 policy period with limits of \$5,000,000 each Occurrence/Aggregate. Builder's Risk Insurance placed through City of Seattle.
- n. Include required qualifications listed in GENERAL CONTRACTOR QUALIFICATIONS section listed above.

NON-DISCRIMINATION IN BENEFITS

The Contract eventually awarded as a result of the bid process will require the Prospective General Contractor to comply with requirements of Seattle's Equal Benefits law. This law obliges certain Prospective General Contractors to provide the same or equal benefits to its employees with domestic partners as the Prospective General Contractor provides to its employees with spouses, as required by SMC Ch. 20.45. For more information about these requirements and different methods for compliance, Prospective General Contractors should call the City's Contracting Services Division at 206-684-4525.

WOMEN AND MINORITY BUSINESS ENTERPRISE NON-DISCRIMINATION REQUIREMENTS & AFFIRMATIVE EFFORTS

The Contract awarded as a result of this RFQ will require the Prospective General Contractor to comply with nondiscrimination and affirmative efforts laws.

FAIR CONTRACTING PRACTICES ORDINANCES

The Prospective General Contractor must comply with the City's Fair Contracting Practices law (SMC Ch. 14.10, as amended), which prohibits discrimination in contracting practices.

AFFIRMATIVE EFFORTS TO UTILIZE WMBES

The Prospective General Contractor will be required to establish aspirational goals for subcontracting to WMBEs portions of the Construction Project that present subcontracting opportunities, however, no utilization requirements or minimum level of WMBE subcontractor participation is required under this Agreement.

NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, & APPRENTICESHIP REQUIREMENTS

The City encourages Prospective General Contractors to employ a workforce reflective of the region's diversity. The Contract awarded as a result of this RFQ will require the Prospective General Contractor to comply with all non-discrimination in employment requirements as set forth in Federal and State laws and regulations and Seattle Municipal Code provisions.

EMPLOYMENT GOALS

The City encourages Prospective General Contractors to meet aspirational employment goals of not less than 21% minorities and 20% women; and an employment sub-goal of 4.5% for minority women. Contractors with the City shall be completely responsible for any efforts made to meet these aspirational goals; no particular efforts shall be required or evaluated by the City.

APPRENTICE UTILIZATION REQUIREMENTS & GOALS

The Contract awarded as a result of this RFQ will require the Prospective General Contractor to comply with the apprentice utilization provisions below

The Prospective General Contractor and its subcontractors shall be required to use apprentice labor to perform 15% of the total construction labor hours as specified in the City's Apprentice Utilization Requirement. Of the total construction hours, the Prospective General Contractor and its subcontractors shall be requested to pursue aspirational goals of using twenty-one percent (21%) minority apprentice labor hours and twenty percent (20%) female apprentice labor hours.

WOMEN AND MINORITY SUBCONTRACTORS AFFIRMATIVE EFFORTS

Consistent with the requirements of State Law, Prospective General Contractors must describe how they will comply with the following provision:

Revised Code of Washington 35.22.650

All contracts by and between a first class city and contractors for any public work or improvement exceeding the sum of ten thousand dollars, or fifteen thousand dollars for construction of water mains, shall contain the following clause:

"Contractor agrees that the contractor shall actively solicit the employment of minority group members. Contractor further agrees that the contractor shall actively solicit bids for the subcontracting of goods or services from qualified minority businesses. Contractor shall furnish evidence of the contractor's compliance with these requirements of minority employment and solicitation. Contractor further agrees to consider the grant of subcontracts to said minority Prospective General Contractors on the basis of substantially equal SOQs in the light most favorable to said minority businesses. The contractor shall be required to submit evidence of compliance with this section as part of the bid."

As used in this section, the term "minority business" means a business at least fifty-one percent of which is owned by minority group members. Minority group members include, but are not limited to, blacks, women, Native Americans, Asians, Eskimos, Aleuts, and Hispanics.

Prospective General Contractors are required to describe in their SOQs, in detail sufficient to be incorporated into the terms of any contract awarded to the Prospective General Contractor, the steps Prospective General Contractor will take to accomplish active solicitation of women and minority subcontractors. The following are some basic steps which may guide the Prospective General Contractor, however, there may be other means, and innovative SOQs are encouraged.

1. Schedule pre-bid conferences and inform women and minority-owned subcontractors of contracting and subcontracting opportunities;
2. Place all qualified, interested women and minority-owned subcontractors on solicitation lists, and provide written notice of subcontracting opportunities to women and minority-owned subcontractors capable of performing the work, including without limitation all businesses on any list provided by The City of Seattle, in sufficient time to allow such businesses to respond to the written solicitations;
3. Break down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by small businesses including women and minority-owned subcontractors;
4. Establish delivery schedules, where the requirements of the contract permit, that encourage participation by women and minority-owned subcontractors;
5. Provide women and minority-owned subcontractors that express interest with adequate and timely information about plans, specifications, and requirements of the contracts and subcontracts;
6. Utilize the services of available majority and minority community organizations, minority contractor groups, local minority assistance offices, The City of Seattle, and other organizations that provide assistance in the recruitment and placement of women and minority-owned subcontractors including, but not limited to:
 - The State of Washington's certified WMBE business list (www.omwbe.wa.gov);
 - The Contracting Development & Competitiveness Center at the Urban League of Metropolitan Seattle (www.urbanleague.org);
 - Associated General Contractors of Washington (www.agcwa.com);
 - Associated Builders and Contractors of Western Washington (www.abccwestwa.org); and
 - The Women's Business Center & Community Capital Development (www.seattleccd.com).
7. Plan for communicating these requirements to subcontractors as a part of bid packages that require active solicitation to be responsible package Prospective General Contractors.

Aspirational Goals

The General Contractor will report to the City on a regular basis during the preconstruction phase of this project, the General Contractor's efforts to determine and identify opportunities to utilize women and minority-owned subcontractors during the preconstruction as well as the construction phases of this project, any adjustments that it will make to its plan to accomplish the active solicitation envisioned in its SOQ. The General Contractor will be required to report both its affirmative efforts made to include women and minority-owned businesses and the

final actual participation of women and minority-owned subcontractors working on the Project, in a manner prescribed by the City.

Awarded Contract Price aspirational goals will be set for this project by the City Proposed contract language for these goals is as follows:

The City encourages the Company to do outreach to and aspire to utilize women and minority-owned subcontractors, however, no utilization requirements or minimum level of women and minority-owned subcontractor participation will be required under this Agreement.

Although not a requirement, the Contractor does agree to establish aspirational goals for subcontracting to women and minority-owned subcontractors portions of the Construction Project that present subcontracting opportunities as follows:

| Base Value of Subcontracting Opportunities | Aspirational Goal for Minority-owned Businesses | Aspirational Goal for Women-owned Businesses |
|--|---|--|
| \$ TBD | \$ TBD | \$ TBD |

The General Contractor shall not create barriers to open and fair opportunities for Women and Minority-owned Business Enterprises (“women and minority-owned subcontractors”) to participate in any City contracts which includes their ability to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and consultant services. The General Contractor shall be solely responsible for any efforts made to meet the aspirational goals specified in this agreement.

Participation

For purposes of determining participation of women and minority-owned subcontractors on this Project, the following shall apply:

1. All women and minority-owned subcontractors performing a commercially useful function (“CUF”) on the Project, as determined by the City, shall be counted at the full value of the work they were contractually liable and responsible for executing and for which they were compensated.
2. All women and minority-owned subcontractors performing a CUF on the Project during the construction phase, except for the dollar value of business activities classified as consultant services, may be counted towards these aspirational goals.

NOTIFICATION OF PROCUREMENT STATUS

The City shall provide notification of the following actions to all Prospective General Contractors being considered at the time the action is taken:

1. Disqualification of a firm
2. Qualification of qualified Prospective General Contractors

Prospective General Contractors should not assume that any action has been taken unless they receive specific notification from the City. The City will attempt to notify all firms of any changes to the schedule herein. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided to all firms who requested the RFQ from the City. If any firm has reason to doubt whether

the City is aware of the Prospective General Contractor's interest, it is the responsibility of the firm to notify the City to be sure that addenda are received. Mail or call such notice to the City at the address identified in the Advertisement.

PROTEST PROCEDURES

A Prospective General Contractor, who claims to be aggrieved in connection with this solicitation, may protest to the City in accordance with the procedures set forth herein.

If a Prospective General Contractor believes that any portion of this RFQ contains errors, the Prospective General Contractor shall notify the City in writing within five (5) calendar days of the SOQ submission date. Such notification shall describe in detail the error or violation, and the change requested to correct the error or violation. In the event that the City declines to make the requested change, a Prospective General Contractor who chooses to protest the City's decision must file a protest within five (5) calendar days of the SOQ submission date. Protests based on other decisions of the City with respect to the RFQ process shall be submitted within five (5) calendar days after the Prospective General Contractor is notified of the City's decision.

In order to be considered, a protest shall be in writing and shall include: (1) The RFQ title under which the protest is made, "Request for Qualifications: General Contractor Joint Training Facilities"; (2) the name and address of the allegedly aggrieved Prospective General Contractor; (3) a detailed description of the specific grounds for the protest and all supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed to: Martha Turnbull, Owner's Project Manager, 618 - 2nd Avenue, 14th Floor, Seattle, Washington 98104. In considering the protest, the City will only consider the grounds raised in the protest. Failure to comply with these protest procedures will render a protest untimely or inadequate, and result in the rejection of said protest by the City. Exhaustion of these protest procedures shall be a condition precedent to any action filed in a court of law.

Upon receipt of a timely written protest, the City will consider the protest. If the protest is not resolved by mutual agreement of the protesting Prospective General Contractor and the City, the City will issue a written decision on the protest. The decision shall be mailed and faxed to the protesting Prospective General Contractor. The protesting Prospective General Contractor may seek review of this decision as provided in Seattle Municipal Code 3.18.150 and Hearing Examiner Rule 4.07. If review is sought, the City shall make a final decision on the protest after receiving the recommendation of the Hearing Examiner. If review is not sought, the written decision shall be the final decision of the City. The City will not execute a contract prior to issuing a final decision on all protests.

This announcement was first published in the Daily Journal of Commerce: Monday, March 29, 2004.

End of RFQ

Attachment 1

SCOPE OF WORK General Contractor

A. General

The work described herein is a general overview of the Construction Services expectations.

The General Contractor will be responsible for construction of the project subject to the Awarded Contract Price. The General Contractor shall coordinate with the Owner's Project Manager. Representatives from the A/E firm will be on site to provide design support, working through the Owner's Project Manager. The Owner's Project Manager, the General Contractor, and the A/E shall meet weekly to coordinate all aspects of the Project. The scope of services to be provided by the General Contractor will include, but not be limited to, construction, construction management, procurement, fit out, QA/QC coordination, commissioning, and coordination of as-built drawings.

B. Construction Administration and Management

1. Manage construction of the project. The General Contractor will serve as General Contractor.
2. Coordinate all on-site activities.
3. Conduct weekly construction coordination meetings with A/E and Owner's Project Manager.
3. Develop a construction management plan showing team members, contact numbers, communication and document circulation procedures, etc.
4. Develop a LEED management and documentation plan.
5. Develop site safety plan and manage job site safety.
7. Administer all change orders and RFI's and maintain a comprehensive tracking system.
8. Administer all construction correspondence and maintain a document tracking and filing system for the project.
9. Participate in community meetings, meetings with regulatory agencies, City Council and committee meetings as requested, etc.
10. Coordinate construction-related permit conditions and special inspections.

C. Budget

1. Provide a detailed schedule of values. Identify the margin of accuracy of estimate and identify any appropriate contingencies. Estimate shall be organized by CSI format and also Bid Package format so it can be compared to outside estimates. Monitor and update the budget each month and discuss the need for corrective action with the Owner's Project Manager and A/E at progress meetings.
2. Provide sustainable design, value engineering alternatives and cost reduction suggestions to the A/E and Owner's Project Manager, such that the implementation of

the proposed measures would maintain the design within budget without compromising the owner's basic needs or City policies.

3. Evaluate the availability and supply of labor and materials and the effect of market conditions on the budget, including the possibility of foreign-purchased materials.
 - v. The Awarded Contract Price includes all labor, materials, subcontractor costs, and General Contractor allowances and contingencies necessary to build a fully functioning facility and all related components, as described in this RFQ, and regardless of the quality of completeness of the designs and specifications produced by the A/E. The General Contractor shall provide the Owner's Project Manager and A/E with timely notification of any items missing or incomplete in the drawings and specifications that are necessary to produce a complete and a fully functioning facility. The General Contractor shall carry sufficient allowance within the Awarded Contract Price to provide for the correction of such deficiencies.
 - vi. Unless otherwise specified, the Awarded Contract Price does not include: Site acquisition cost; building permit, asbestos abatement, relocation costs; City legal fees; A/E fees; City testing and inspection; purchase of art work; the City's construction contingency, or Washington State sales tax. The Owner's Project Manager reserves the right to exclude from the Awarded Contract Price certain City-performed tenant-improvements.
 - vii. Submit Performance and Payment Bond for General Contractor prior to award of contract, within 5 calendar days of bid opening...

D. Cost Reporting

1. Prepare detailed construction budget for the project based on the Awarded Contract Price cost documentation. Update the budget each month showing a complete, detailed, and current accounting for the cost of the work.
2. Prepare schedule of values for each subcontract.
3. Prepare monthly cost reports. For each subcontract, indicate costs expended, budget remaining, and change order status. Provide a cost forecast for each subcontract and the project as a whole.
4. Prepare monthly progress report narrative.
5. Prepare monthly earned-value report.
6. Establish pay request procedures. Prepare monthly pay requests.
7. Prepare independent cost estimates for subcontractor change orders. Document and track all change order payments.
8. Resolve subcontractor claim issues.
9. At conclusion of project, prepare final accounting of project and prepare final payment application.

E. Schedule

1. Develop and keep current a master critical path schedule for the project, which includes construction activities as well as applicable regulatory agency, outside entity, project team, and City activities and constraints. The schedule shall include all construction activities and identify all long-lead procurement items. Reconcile differences with the Owner's Project Manager's schedule.
2. Monitor construction progress and update the schedule every week. Discuss the need for corrective action with the Owner's Project Manager in the weekly coordination meetings. Prepare two-week look-ahead schedule each week.
3. Develop a procurement strategy and schedule for direct purchase of materials, furnishings, fixtures, and equipment by the Owner's Project Manager. Adjust construction schedule accordingly.
4. Prepare monthly summary schedule and six-week look-ahead with the monthly progress report.

F. Quality Control/Quality Assurance (QA/QC)

1. The Owner's Project Manager will arrange independent testing and construction inspection of the project by separate contract. The General Contractor shall coordinate the Owner's Project Manager's independent testing and inspection services.
2. The General Contractor shall develop and submit a QA/QC plan for the project to complement the Owner's Project Manager's independent testing and inspection. The QA/QC plan shall be approved by the Owner's Project Manager.
3. The General Contractor shall review the Owner's Project Manager's testing and inspection reports, LEED monitoring reports, and, where required, take appropriate remedial actions. (A/E also reviews and advises owner and General Contractor).
4. The General Contractor will develop an appropriate system for reporting and correcting deficiencies.

G. Procurement

1. Prepare and maintain a detailed procurement schedule for all direct owner-purchased materials, furnishings, fixtures, and equipment.
2. The General Contractor shall coordinate delivery and installation of owner-purchased items.

F. Installation of Artwork

The Owner's Project Manager will separately contract with an Artist for the Project. The General Contractor will assist, coordinate with, and support that Artist in the following tasks:

1. Coordinate and schedule all installation activities of outdoor, permanent artwork.

G. Commissioning and Close Out

The Owner's Project Manager will separately contract with an independent Commissioning Agent for the Project. The General Contractor will assist, coordinate with, and support that Commissioning Agent in the following tasks:

1. Coordination of all requirements for opening the facilities, working in conjunction with appropriate City personnel, in accordance with Fleets & Facilities Department Facility Design, Construction and Operations Standards, directing the checkout of utilities, operations systems, and equipment.
2. Scheduling of training sessions for all operations personnel as identified in the Contract Documents.
3. Preparation and/or coordination of the preparation of all operations and maintenance manuals.
4. Assembly and coordination all vendor manuals, warranties, guarantees, affidavits, releases, bonds waivers, certificates of occupancy, etc.
5. Administration and coordination of the preparation of all vendor shop drawings, if any.
6. Working in conjunction with A/E field staff and the Owner's Project Manager, development of a protocol for preparing as-built drawings and coordination of the preparation of CADD-ready as-built contract drawings to be submitted within 30 days of physical completion.

The General Contractor shall further perform close-out tasks as follows:

1. Coordinate timely completion of punch lists.
2. Prepare close-out documentation acceptable to the Owner's Project Manager.

I. Cooperation

1. Work in cooperative and collaborative manner with Owner's Project Manager staff and the A/E.
2. Participate in and support the Owner's Project Manager's efforts to appropriately advise the public and community groups of project status.
3. Participate in and support Owner's Project Manager's efforts to ensure good relations with neighbors.